

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: *January 6, 2015*

Approved: March 31, 2015

The meeting of the Louisiana Behavior Analyst Board (Board) was called to order by Chair Emily Bellaci at 12:04p.m. Tuesday, January 6, 2015, at 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809. Present were Board Members, Emily Bellaci, Jennifer Longwell, Ph.D., Ellen Brocato, Kathy Chovanec, Marc Zimmermann, Ph.D., MP, ex officio LSBEP member; and, Executive Director, Kelly Parker. Cassie Bradford was absent.

The Board reviewed the January 6, 2015 agenda. Ms. Brocato moved to accept the January 6, 2015 agenda. The motion passed unanimously.

The Board reviewed the draft minutes of December 2, 2014. Ms. Brocato moved to accept the minutes as final. The Board discussed the motion. The motion passed by majority vote as follows: Bellaci-yay, Bradford-yay, Brocato-yay, Longwell-yay and Chovanec-yay.

Pursuant to LSA R.S.42: 6.1(4), Ms. Bellaci moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed by unanimous roll call vote of the members present as follows: Bellaci-yay, Longwell-yay, Brocato-yay and Chovanec-yay.

Ms. Bellaci closed Executive Session and reported the following:

Credentials Review Committee:

Ms. Bellaci reviewed the complete behavior analyst application file of Mellissa Johnson. Ms. Bellaci noted that the file met licensure requirements. Ms. Bellaci moved to issue a behavior analyst license to Ms. Johnson. The motion passed unanimously.

Ms. Chovanec reviewed the complete behavior analyst application file of Jennifer Volz. Ms. Chovanec noted that the file met licensure requirements. Ms. Chovanec moved to issue a behavior analyst license to Ms. Volz. The motion passed unanimously.

Ms. Brocato reviewed the complete behavior analyst application file of Kaitlyn Jenkins. Ms. Brocato noted that the file met licensure requirements. Ms. Brocato moved to issue a behavior analyst license to Ms. Jenkins. The motion passed unanimously.

Dr. Longwell reviewed the complete behavior analyst application file of Stacey Kraus. Dr. Longwell noted that the file met licensure requirements. Dr. Longwell moved to issue a behavior analyst license to Ms. Kraus. The motion passed unanimously.

Dr. Zimmermann reviewed the registration file and additional documentation regarding Pamela Smith, applicant for line technician. After review and discussion, Dr. Zimmermann moved that Ms. Smith fulfilled the requirements of the Board's request and recommended approval of her registration. The Board discussed the motion. The motion passed unanimously.

The Board met with Jennifer Ramirez and her supervisor Flavia Ploog. Ms. Ramirez's registration was revoked on November 13, 2014. The Board additionally reviewed supplemental documentation submitted by Ms. Ramirez for consideration. After the meeting, the Board discussed their outstanding concerns. Ms. Bellaci moved that the registration of Ms. Ramirez remain revoked but offered to allow her apply for reconsideration earlier than the one year if the issue was resolved and official documentation was provided to the Board. The motion passed unanimously by roll call vote of the members present: Bellaci-yay, Longwell-yay, Chovanec-yay and Brocato-yay.

Finance Committee: Ms. Brocato reported to the Board regarding the December 2014 finances. Ms. Brocato also presented the Board with the LSBEP invoice for December. The Board discussed the finances and LSBEP invoice. Ms. Bellaci moved to approve the payment for the LSBEP December invoice. The motion passed by majority vote as follows: Bellaci-yay, Longwell-yay, Brocato-yay, and Chovanec-nay.

Ms. Brocato addressed the Board regarding the upcoming renewal of the financial MOU with the LSBEP. She also reported regarding the meeting with Board accountant, Valerie Dominique concerning the 15-16FY budget. The Board discussed the information. Ms. Brocato moved to write a letter to LSBEP to negotiate the new monthly payment, which included sharing expenses at 50/50 and salaries for staff at approximately 70/30. The motion was discussed. The motion passed by roll call vote as follows: Bellaci-yay, Longwell-yay, Brocato-yay and Chovanec-yay. Ms. Brocato further suggested that the Board consider moving towards paying half of the salaries in the future if financially possibly. The Board agreed to discuss the issue at the next renewal of the financial MOU.

Complaints Committee: No new report.

Jurisprudence Examination Committee: No new report

Legislative Oversight Committee: No new report.

Policies and Procedures Committee: Ms. Bellaci reported on behalf of the Policies and Procedures Committee. She noted that she was completing the frequently asked questions document for line technicians along with continuing to work on decorum and application policies. The Board discussed the line tech supervision policies and clarified that Ms. Chovanec was tasked with drafting same.

Continuing Education Committee: No new report.

Long Range Planning Committee: Ms. Chovanec provided the Board with information, including a list of identified tasks for the Long Range Planning committee. The Board reviewed the information.

Discussion Items:

1. Renewal Update: Ms. Parker reported that as of January 5th, there was 1 lapsed behavior analyst, 2 lapsed state certified assistant behavior analysts, and 124 lapsed line technicians. She reminded the group that mail was still coming in due to the holiday. If the applications were

postmarked prior to 12/31/14 they would be renewed.

2. Future New Business: None.

Ms. Bellaci moved to adjourn the meeting at 1:43 p.m. The motion passed.